

EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2017-13

U.S. Embassy Belmopan has an opening for an Administrative Management Assistant in the International Narcotics and Law Enforcement Administration (INL) Office. The successful candidate will be required to obtain a security clearance and undergo a medical examination.

BASIC FUNCTION OF THE POSITION:

- **Project Management:** Serves as the Contracting Officer's Technical Representative (COTR) for specific projects, liaises with contractors, provides oversight of contracts for quality assurance, monitors project performance, tracks and coordinates logistics for deliveries, maintains files and prepares reports, liaises with the Government of Belize (GOB) agencies to discuss ongoing projects, plans for new initiatives and defines project performance measures.
- **Project Procurement Related Activities:** Liaises with GOB to develop strategic acquisition plans, prepares the requisite statement of work, performance work statement, independent government cost estimate, and technical specifications for required services and equipment. Initiates and tracks procurement actions, maintains procurement database and prepares relevant procurement reports.
- **Financial Management:** Provides administrative, financial and technical oversight of project awards, monitors the budget and assists with financial and other reports. Assembles payment packages for prompt processing.
- **General Administrative Support:** Schedules, designs and coordinates logistical support for local training events and conferences with GOB officials. Identifies appropriate participants for training and assists with the vetting of participants. Prepares project related correspondence and reports. Develops and assists in the preparation of training and other presentations and briefings.

QUALIFICATIONS REQUIRED:

- An associate degree in business administration, project management, accounting, or a closely related degree is required.
- Three years of progressive, professional experience in an administrative, financial, project management field, or a closely related experience is required.
- Level IV (fluent working knowledge) speaking/reading/writing English is required.
- Must have knowledge of Microsoft suite software, to include: Word, Excel, Access, and PowerPoint.
- A valid Belize driver's license is required. (applicants must include a copy with the application.)

Note 1: This position includes incidental driving responsibilities. To meet our Safety Health and Environment Management Policy, incidental drivers must be 25 years or older and must be able to pass an incidental driver's physical examination.

Note 2: The selected applicant may be hired at a developmental level for this position, until knowledge of internal operating procedures of the section has been attained and required training completed. Estimated time at the developmental level is one-year.

WHO MAY APPLY: Anyone who is eligible for appointment under Belize's local laws. Applicant must be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY: Interested candidates must submit the following in order to be considered for the position. 1. Universal Application for Employment (UAE) form (DS-0174); and 2. Any other documentation (e.g., essays, certificates, awards, licenses, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO: BelmopanJobs@state.gov. All applications must be signed and scanned. ONLY electronic applications will be accepted. To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on http://belize.usembassy.gov/job_opportunities.html. Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: Administrative Management Assistant, Vacancy Announcement No. 2017-13. E-mails received without the appropriate subject line will not be considered.

A copy of this advertisement, the position descriptions and the required application form (DS-0174) are posted on the Embassy's website at http://belize.usembassy.gov/job_opportunities.html. The deadline for submitting applications is Friday, June 23, 2017. Applications will not be accepted after June 23, 2017.

The U.S. Mission in Belize provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.